

ADMINISTRATIVE - INTERNAL USE ONLY

INSTRUCTION NO.  
LI 50-1

LI 50-1  
OPERATIONS  
Revised 25 April 1974

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SUBJECT: Emergency Action During Nonduty Hours - Office of Logistics

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1. GENERAL

- a. To assure timely reaction to all priority requests, it is essential that the Office of Logistics (OL) maintain adequate officer coverage during all nonduty hours.
- b. This instruction establishes procedures and assigns responsibilities for such coverage.

2. POLICY

- a. OL coverage during nonduty hours will consist of:
  - (1) A Senior Staff Duty Officer (SSDO) who will be available by telephone or by Bellboy receiver through the Agency Telephone Operator during all nonduty hours. SSDO's will be assigned by roster and will serve 1-week tours commencing at 1700 hours on Friday and ending at 1700 hours the following Friday.
  - (2) A Standby Duty Officer from Logistics Services, Procurement, Real Estate and Construction, and Supply Divisions who will be assigned by roster and will be available by telephone during all nonduty hours. Their tour of duty will coincide with that of the SSDO.
  - (3) A Saturday Morning Duty Officer who will be physically present in the Office of the Chief, Logistics Services Division, from 0900 hours until 1200 hours each Saturday, except when Saturday falls within an official 3-day holiday weekend (also see 3d below).

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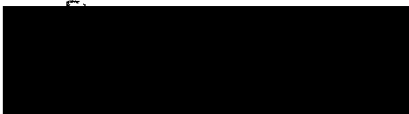
- (4) A Headquarters Engineering Branch (HEB), RECD/OL, Standby Duty Officer who will be available by telephone or by Bellboy through the Security Duty Officer during all nonduty hours. The HEB Standby Duty Officer will be notified by the Security Duty Officer in the event of engineering problems in the Headquarters Building.
  - b. With the exception of the LSD/HEB Duty Officers, each of the above officers will report to the Executive Officer, OL, at 1600 hours on Friday for a briefing on any matters which may arise during their individual tour of duty. In addition, the SSDO will receive his Bellboy at this time.
3. RESPONSIBILITIES
- a. OL staff and division chiefs will provide the EO/OL, by 1500 hours each Friday, items which may require action by the Saturday Morning Duty Officer and those completed actions on priority and immediate cables which may come to the attention of the Saturday Morning Duty Officer when reviewing the Saturday morning cable traffic.
  - b. The Logistics Services, Procurement, Real Estate and Construction, and Supply Divisions will furnish the EO/OL the name and home telephone number of their Standby Duty Officer for the following week by 1200 hours each Wednesday.
  - c. The Saturday Morning Duty Officer functions will be performed by the LSD Standby Duty Officer. This officer will review all cable traffic directed to OL and will promptly notify the SSDO of any action required. Cables may be reviewed in the Office of the Cable Secretariat, Room 1A54, Headquarters.
  - d. On official holidays (including a 3-day holiday weekend), the SSDO will report to Headquarters at least 1 day during that period

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and review the cable traffic. He will take appropriate steps to resolve any action items which cannot wait until the first day of business following the holiday.



FRANCIS J. VAN DAMM  
Director of Logistics

Att: SSDO Roster

STATINTL

- 1 - Ea. person listed on att.
- 1 - Cable Secretariat
- 1 - CIA Operations Center
- 1 - Night Security Officer, OS
- 1 - Chief, CIA Telephone Operator
- 2 - DD/O DO (% Cable Secretariat)
- 1 - OL/EO Duty Folder

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C/LSD

DC/LSD

AC/LSD

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- W. H. B.*  
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Each of the above officers will report to the Executive Officer, OL, at 1600 hours on Friday for a briefing on any matters which may arise during their individual tour of duty. In addition, the SSDO will receive his Bellboy at this time.

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Director of Logistics

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- Approved For Release 2000/05/08 : CIA-RDP78-05399A000100010059-1